

“Use unit letterhead”

**Example Appointment for Unit Family Readiness Group
Treasurer and Alternate Treasurer**

XXX-XXXX

(DATE)

MEMORANDUM FOR (Enter Volunteers' Names for Treasurer and Alternate Treasurer)

SUBJECT: Appointment of (Enter Unit Designation) Family Readiness Group Treasurer and Alternate Treasurer

1. This is to confirm (Enter Volunteer's Name), is appointed as treasurer of the (Enter Unit Designation), SDNG Family Readiness Group, beginning (Enter Date).
2. Additionally, (Enter Volunteer's Name), is appointed as alternate treasurer of the SDNG (Enter Unit Designation), SDNG Family Readiness Group, beginning (Enter Date).
2. Your activities as treasurer must be in compliance with Army Regulation 600-20 paragraph 4-21 and the AR 608-1, Appendix J. Your point of contact is (Enter Unit Family Readiness Representative and or Commander's Name and Phone Numbers).

UNIT COMMANDER
Signature block

DISTRIBUTION:

Unit Family Readiness Program File (Unit Commander's Purple Binder)
State/MACOM Family Readiness Support Assistant
Unit Family Readiness Representative
Unit's Family Readiness Group Lead Volunteer